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5 April 1968

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Proposed Responses for Three Budget Briefing Questions

1. "While some alternatives to increased staffing in this area were spoken of in your submission, the alternative to dropping or trading off lower priority programs was not. Please provide additional justification for the 5 position increase request together with lower priority or trade-off options considered."

The Agency Records Program and Staff were established in 1951 as required and specified by Public Law 754 to provide for efficient and economic records keeping during Records Creation, Files Maintenance, and Records Disposition. In 1961 the Staff of [] (A Chief, [] professionals, a secretary and a typist.) Therefore, the manpower of the [] professionals is subdivided for the Program elements as follows:

CREATION				MAINTENANCE		DISPOSITION	
				Vital			
<u>Manpower</u>	<u>Forms</u>	<u>Correspondence</u>	<u>Reports</u>	<u>Equipment</u>	<u>Records</u>	<u>Surveys</u>	<u>Schedules</u>
							1
				1/2	1/2		
		1/8	1/8			1/4	1/2
	1						
	1/4		1/4	1/4	1/4	1/4	
<hr/>							
Avg. for Elements	1 1/4	1/8	1/8	3/4	3/4	1/2	1 1/2
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Distr'n of 4 Requested	3/4	7/8	7/8	1/4	1/4	1/2	1/2
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Element Totals by 1974	2	1	1	2	1	1	2

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Staff Avg. Activity

(Supervision)

(73 cu. ft. a day)

(511 items a day)

(5,000 cu. ft.)

(Runs avg. 4 hrs. a day)

(10,000 cu. ft.)

(27 ft. a day)

TOTAL

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to continue this type of "brush fire" Records Management. The Program can improve only to the degree authorized.

2. "Your request for the \$750,000 construction item would seem to leave the ExDir and the DCI with no option but to proceed. What if they opt not to? Please provide alternatives, e.g., would a purge of current records alleviate this problem? Can GSA provide the needed storage space?"

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Since the Program Call was prepared we have been advised to correct that estimated figure of \$750,000. It should read \$1.3 million. Because construction was not authorized, the staff used a National Archives estimate of \$15 per sq. ft. for reinforced concrete Records Center construction as a comparison yard stick. Since then the Office of Logistics has provided the estimate of \$1.3 million based on \$20 per sq. ft. and other requirements. They have asked for \$6,000 to do a Feasibility Study to establish a tighter estimate.

That request in the Program Call is for a solution to the records space problem because it is calculated it will cost about a million dollars in 1970 regardless of what legitimate and secure alternative is selected. Most Agency records are stored at the Records Center because of legal requirements and security. The Program recommends construction as the most efficient and economical of all the alternatives considered. They have re-reviewed microfilming, purging, new equipment, renting, and construction. Every year the costs for all these alternatives get higher and the records storage needs of the Agency become more urgent and pressing.

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The annual mid-year inventories for the past ten years show that Agency Records are received or created at an average rate of 3 cu. ft. for every employee. The Offices and Records Program destroy 2 cu. ft. per employee during the year. Half of the one foot balance is stored in the Records Center, where eventually half of that is purged. Today the Center has 102,000 cu. ft. The offices last summer had 230,000 cu. ft.

Yes, purging goes on constantly. A major effort is now underway, but it will only provide temporary relief. The Center had a net growth of 10,000 cu. ft. last year after purging. In the past 5 years we purged 55,000 cu. ft.

Yes, the GSA will be pleased to provide space without charge to store Agency Records, but, only if the Agency will turn the records over to GSA custody. Department of Defense, State, and Atomic Energy Commission use Federal Records Centers. We could too, if the Office of Security and CI Staff agreed. The problems we have had concerning personnel, compartmentation, and selection of records for the GSA Records Center at Suitland (where we store 25,000 feet of Agency publications distributed community-wide) has convinced the Program that the Agency is not yet ready to turn Agency records over to GSA for storage.

3. "Describe the impact of computer and microminiature technology on the Agency's records program."

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For years the Records Management Officers of the Agency have been active with mechanical files, source data automation, card systems, and computer applications. Several early automation efforts, still productive, were developed by the Record Officers. These Officers provide an excellent source of ADP systems personnel.

On the records side, technology has resulted in 93,000 reels of microfilm being stored in 1,200 cu. ft. of space at the Records Center. Likewise we have 3,300 cu. ft. of punch cards and 266 reels of magnetic tapes. We store any type record an office keeps, providing it is official and on their Retention Schedule. EAM equipment runs 70 hours per month to update cards files of DDP and DDI components stored in the Center.

The several millions of dollars spent on ADP does not help the Records Center which receives greater and greater deposits of computer input and output for storage. We have 1,166 cu. ft. of machine listings. From the Projects we have both input and output cards, tapes, and documents.

The millions spent on over flights and Elint collections have not spent a penny for inactive records storage but have provided tremendous numbers of boxes of records, photos, and films for storage in the Records Center. From MPIC we have 9 inch spools of photos in boxes totalling 4,000 cu. ft. at present. The FI Division has 300 cu. ft. of recording tapes in storage.

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Discussions with computer experts and microminiaturization experts have found nothing on the market or on the drawing boards that will be available or can bring more economical records storage relief within the next five years. Anything we found will cost more than construction to store the same volume of records. This policy of storing hard copy is the Federal Government policy, challenged, reviewed, and approved by the General Accounting Office. Agency records trends are not abnormal. We parallel Government and Industry records problems in every respect.

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Chief
Records Administration Branch

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DDS/SSS/RAB: [] :gp (April 5, 1968)

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